

DEPARTMENT OF DEVELOPMENTAL SERVICES

LICENSURE AND CERTIFICATION

DDS FOLLOW-UP REPORT

Provider RFK Community Alliance Provider Address 971 Main St , Lancaster
 Survey Team Dudley-Oxx, Susan; Date(s) of Review 19-APR-23 to 20-APR-23

Follow-up Scope and results :						
Service Grouping	Licensure level and duration	# Critical Indicators std. met/ std. rated at follow-up	# Indicators std. met/ std. rated at follow-up	Sanction status prior to Follow-up	Combined Results post-Follow-up; for Deferred, License level	Sanction status post Follow-up
Employment and Day Supports 3 Locations 10 Audits	2 Year License		6/6	<input checked="" type="checkbox"/> Eligible for new business (Two Year License) <input type="checkbox"/> Ineligible for new business. (Deferred Status: Two year mid-cycle review License)	2 Year License	<input checked="" type="checkbox"/> Eligible for New Business (80% or more std. met; no critical std. not met) <input type="checkbox"/> Ineligible for New Business (<=80% std met and/or more critical std. not met)

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Summary of Ratings

Employment and Day Supports Areas Needing Improvement on Standard not met - Identified by DDS

Indicator #	L8
Indicator	Emergency Fact Sheets
Area Need Improvement	For eleven individuals reviewed for employment and community-based day supports, emergency fact sheets were not accurate and missing pertinent information such as medical or mental health diagnoses, allergies, current medications, and information documenting the relevant capabilities, limitations, and preferences. The agency needs to ensure emergency fact sheets are complete, current, accurate and include all the required information.
Status at follow-up	The agency reviewed and updated all emergency fact sheets for day supports. A sample of ten emergency fact sheets were reviewed for follow-up and one was missing information related to an individual's mental health diagnosis.
#met /# rated at followup	9/10
Rating	Met

Indicator #	L86
Indicator	Required assessments
Area Need Improvement	ISP assessments for three of the eight individuals were not submitted within the required timeline. The agency needs to ensure all assessments are submitted fifteen days prior to ISP meeting date.
Status at follow-up	The agency implemented a system in which the administrative assistant monitors HCSIS for the status of ISP assessments and sends a reminder to the assigned staff regarding ISP timelines. For this follow-up review, the agency met the timelines for the one ISP held within the past sixty days.
#met /# rated at followup	1/1
Rating	Met

Indicator #	L87
Indicator	Support strategies
Area Need Improvement	Provider support strategies for eight individuals were not submitted within the require timeline. The agency needs to ensure provider support strategies are submitted within fifteen days of the ISP meeting.

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Status at follow-up	The agency implemented a system in which the administrative assistant monitors HCSIS for the status of support strategies and sends a reminder to the assigned staff regarding timelines. For this follow-up review, the agency met the timelines for the one ISP held within the past sixty days.
#met /# rated at followup	1/1
Rating	Met

Administrative Areas Needing Improvement on Standard not met - Identified by DDS

Indicator #	L48
Indicator	HRC
Area Need Improvement	For three of the past four quarterly human rights committee meetings, the clinician was absent. In addition, the agency's Adult Services Vocational Employee Guidelines includes a policy that prohibits individual from bringing cell phones and other electronic devices to work. The agency needs to support its human rights committee to have required expertise present at meetings and ensure that mandated areas are addressed such an annual review of agency policies and procedures which impact individuals' human rights.
Status at follow-up	The Vocational Handbook will be brought to the Human Rights Committee for review at their next meeting scheduled for April 2023. RFK will no longer prohibit individuals from bringing cell phones and other electronic devices to day program. RFK is actively seeking to secure an attorney and another member with clinical expertise to ensure the required membership is present for all meetings. A notice has been sent to families and the agency's board. A board member who is an attorney provided the name of a prospective attorney who may be interested in joining the human rights committee. A human rights committee meeting was not held within the past sixty days.
#met /# rated at followup	1/1
Rating	Met

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Indicator #	L65
Indicator	Restraint report submit
Area Need Improvement	A review of physical restraints found that the agency's one restraint report did not meet the required timelines. The agency needs to ensure that reports of physical restraint are created within three days and reviewed by the restraint manager within five days of the event.
Status at follow-up	The Director of Adult Services is now informed of all incidents and restraints. The director will review all incidents and restraints in HCSIS daily to ensure the required information is completed and the required timelines are met. If necessary, the Director of Adult Services will complete the restraint report securing information from staff. Agency will adhere to the require guidelines regarding restraints. A review in HCSIS found there were no restraints in the past sixty days.
#met /# rated at followup	1/1
Rating	Met

Indicator #	L76
Indicator	Track trainings
Area Need Improvement	All five staff sampled for review of training were missing one or more required trainings. The agency needs to ensure that staff meet all training and certification requirements.
Status at follow-up	Director of Training sent all adult services staff the mandatory training list with attached links for access requiring completion by April 14, 2023. All staff completed the required trainings.
#met /# rated at followup	1/1
Rating	Met